

Department Of Correction**Official Title:** Student Intern**Position Type:** Internship**Posting ID#:** 014**INTERNSHIP INFORMATION****Salary:** Unpaid**Number of Vacancies:** 2**Location:** MCI Norfolk, Norfolk,
MA**Internship Track:** Offender Case
Management**Hours/Schedule:** Flexible**Duration:** Flexible

Position Description: Intern will work in the area of Offender Case Management learning about records procedures and classification duties.

Responsibilities/Major Duties: Observe classification interviews and hearings, assist CPO in researching information for classification reports, assist records supervisor with paperwork, assist CPO in addressing inmate questions. Provide assistance with reentry/discharge planning.

Preferred Qualifications: Completed at least two years of college. Should be organized, motivated, mature, and able to handle confidential information. Computer skills required.

How to apply:**Mail Internship Application to:**

Monserate Quiñones, Director, ODEO
Office of Diversity & Equal Opportunity
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-7785

For additional information or questions, please contact:

Lori Costa at (508) 850-7783 or email at lori.costa@massmail.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.

Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.